



Matthew G. Bevin
Governor

PERSONNEL CABINET
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Thomas B. Stephens
Secretary

Dear State Employee/Service Member:

As you prepare for your mobilization I would like to thank you for your service not only to the Commonwealth of Kentucky but to our great nation as well. Please know that our thoughts are with you and your family as you prepare for this upcoming journey.

I would also like to take this opportunity to remind you of your employment rights and benefits with the Commonwealth of Kentucky. In this packet you will find a summary of these rights which apply to classified and unclassified employees. Also included is a Military Leave – Designation Form which should be completed and returned to your agency HR Administrator prior to mobilization. This will help ensure that your leave is properly awarded and maintained.

As additional information for you and your family, we have prepared a document containing military excerpts of the Kentucky Administrative Regulations and Kentucky Revised Statutes. You will also find a Uniformed Services Employment and Reemployment Rights Act (USERRA) poster, along with frequently asked questions and answers pertaining to the military family leave provisions within the Family and Medical Leave Act (FMLA).

I hope this information serves you well as you make preparations for your departure and, again, I would like to express my sincere gratitude for your dedicated service and wish you a safe return. If you have any additional questions about your rights as an employee entering active military duty, you may contact the Frankfort regional office of the Veterans' Employment and Training Service at (502) 564-7062. You are also welcome to contact the Personnel Cabinet's Division of Employee Management at (502) 564-6464 if you require any clarification of this letter and its attached documents.

Sincerely,

Thomas B. Stephens, Secretary
Personnel Cabinet